

**SNP Administrative Review Findings****Program Year 2018****Holy Spirit School (K275)****Holy Spirit School (K275)**

1760 S Lodge Ave  
Evansville, IN 47714-3532

**Food Service Contact**

Mrs. Beth A Wolf  
Cafeteria Manager  
(812) 476-5984

**Executive Contact**

Mr. David Memmer  
Principal  
(812) 477-9082

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2018

**Commendations**

- \* During the last review a suggestion was made about updating labels to contain all required information, create/obtain standardized recipes for all items with more than one ingredient and stay on top of State Agency communication. Since that review, the Cafeteria manager has done a nice job of reaching out to manufacturers for labels and having standardized recipes on file.

**Certification and Benefit Issuance - Holy Spirit School (K275)**

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

**School Choice****Technical Assistance:**

One benefit was qualified under School Choice instead of receiving an application or determining if eligible for DC. Free and Reduced and School Choice have different income guidelines, therefore, School Choice cannot be used when determining Free and Reduced meal assistance. The student was not part of the sample of students reviewed for the month of review (student withdrew in October 2017), however, paperwork was with the active students.

139. *Manual Systems – Update student eligibility/enrollment on paper sheets/rosters?*

**Benefit Issuance List****Technical Assistance:**

Effective dates on the BI list are only completed for Direct Certification. This should be completed for all benefits that are issued. Additionally, the students who qualified for reduced under Direct Certification should also be coded as Direct Certification reduced. The Determining Official was able to update the dates and coding during the review.

**Verification - Holy Spirit School (K275)**

209. *Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

**Finding 9039: Applications not properly selected for verification.**

The applications selected for verification were not appropriately selected for the sample size option used. SFA chose to use the standard method (error-prone), however, when selecting the application the SFA did not select an application meeting the error-prone criteria.

**Corrective Action:**

The Verifying Official will review the Verification guidelines and trainings to ensure all guidance and requirements are followed correctly. If the SFA is able to pick the sample method, they will use the Random Alternate 1 method instead of the Standard method. No Further Action Required.

**Resource Management Comprehensive Review - Holy Spirit School (K275)**

766. *Process for calculating compliance with Revenue From Non-program Foods requirements?*

**SNP Administrative Review Findings****Holy Spirit School (K275)****Program Year 2018****Finding 9000: Revenue From Non-program Food Tool**

SFA did not complete the Revenue from Non-program Food tool to calculate compliance with the revenue from non-program food requirements

**Corrective Action:**

The Cafeteria Manager was required to complete the tool using the annual figures or a 5-day reference period. At the time of the review, the reviewer validated the non-program tool was completed and no further action is required.

**General Program Compliance - Holy Spirit School (K275)**

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

**Finding 9000: Potential Stakeholders able to Participate with the Local School Wellness Policy**

Currently, potential stakeholders are made aware of the wellness policy and encouraged to contact the office with questions. However, they are not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy.

**Corrective Action:**

The Principal and Cafeteria Manager will create a section in the weekly newsletters for stakeholders to make them aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy. No Further Action Required.

**SNP Administrative Review Findings****Holy Spirit School (K275)****Program Year 2018****Holy Spirit School (D570)**

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Cafeteria Manager  
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Month of Review: March 2018

Date of Onsite Review: April 17, 2018

**Meal Components & Quantities - Holy Spirit School (D570)**

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

**Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. When a parent requests a milk sub, the student must be offered an approved USDA milk substitute. The student may decline the milk substitute due to OVS once it has been offered. Currently, an approved milk substitute is not being offered to these students.

**Corrective Action:**

The Cafeteria Manager will be purchasing an USDA approved milk substitute to have on hand for parent requests and subs not specified by a person of prescriptive authority. In addition training will be completed with the staff on how to handle the special dietary needs. No Further Action Required.

**Technical Assistance:**

Milk chart and fact sheet were provided at time of review.

411. Review period planned menu – school comply, incomplete meals due to unacceptable substitutions? Enter data.

**Preschool Meal Pattern****Technical Assistance:**

Preschool meal pattern is not comingled during breakfast which requires the CACFP Preschool meal pattern to be followed instead of the NSLP meal pattern. Grain based desserts are served and credited at breakfast. These items are allowed to be served, but not credited as they contain high amounts of sugars and saturated fats. The reviewer provided the quick reference guide created by the IDOE and the USDA memo for grain based desserts Q&A.